

DIRECTIVE

WORKFORCE INVESTMENT ACT

Number: WIAD04-5

Date: August 20, 2004
69/45:114:va:8511

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: REGIONAL AND LOCAL INCENTIVE AWARDS—PY 2002-03 **(INACTIVE)**

EXECUTIVE SUMMARY:

Purpose:

The purpose of this directive is to publish the California Workforce Investment Board's (State Board) current policy and procedures for Local Workforce Investment Boards (LWIB) that will apply for Regional Cooperation or Local Coordination (RC/LC) incentive awards. The incentive awards recognize successful RC/LC efforts accomplished during Program Year (PY) 2002-03.

Scope:

This directive applies to all LWIBs.

Effective Date:

This directive is effective on the date of issuance.

REFERENCES:

- Workforce Investment Act (WIA), Section 134(a)(2)(B)(iii)
- Title 20 Code of Federal Regulations (CFR), Title 652, Section 666.40
- California Workforce Investment Board, WIA Incentive Awards Policy (June 26, 2001)

STATE-IMPOSED REQUIREMENTS:

This directive contains only State-imposed requirements.

FILING INSTRUCTIONS:

This directive supersedes WIA Directive WIAD01-12, dated March 11, 2002, and finalizes WIA Draft Directive WIADD-77, issued for comment on July 27, 2004. Retain this directive until further notice.

BACKGROUND:

Under WIA, states and LWIBs have increased authority and flexibility to design and implement workforce investment strategies and innovative programs that meet local needs. States are required to reserve funds for incentive awards to local areas for regional cooperation among local boards or local coordination of WIA activities, and

exemplary performance by Local Workforce Investment Areas (LWIA) meeting their local performance measure goals.

Due to the current California budget situation, funding for the PY 2002-03 Incentive Awards was delayed. The State Board received authorization to release the WIA Incentive Award funds on June 15, 2004.

The following provides information for staff and LWIB members who will be submitting or authorizing an application for a RC/LC incentive award.

POLICY AND PROCEDURES:

State Board Incentive Award Policy

Seventy (70) percent of available incentive award funds will be designated for regional cooperation or local coordination. Awards will be provided to LWIBs that can demonstrate successful regional cooperation efforts among local boards OR local coordination efforts within its LWIA.

Thirty (30) percent of available incentive award funds will be designated for exemplary performance. The LWIBs that meet their negotiated performance indicators in each of the four client groups will receive a full incentive award or a partial award depending on the outcomes achieved.

Seven hundred thousand dollars (\$700,000) are available for RC/LC awards. Minimum awards will not be less than one percent of the total funds available. Maximum awards will not exceed 10 percent of the total funds available.

A separate directive explains the Exemplary Performance awards selection process.

General Information:

The State Board will accept applications for an RC/LC incentive award for a project or service established during PY 2002-03. The LWIAs may not receive more than one RC/LC award for the same project or service. A LWIB may be a partner to one regional collaboration application or submit one local coordination application. However, a LWIB will only be eligible for an incentive award in one category. Projects receiving funds through other Governor's WIA 15 percent reserve projects and initiatives are not eligible for RC/LC awards. However, leveraging other forms of funding is encouraged.

The local Chief Elected Official(s) (CEO) of the LWIB applying for a regional award on behalf of the partner LWIB(s) must sign the application. Along with the partner CEO(s) or their designees, they must accept financial responsibility for the incentive awards they receive. Two original copies with signatures and four duplicate copies with signatures of the RC/LC application must be submitted to the State Board. In the case of a regional application, only one LWIB needs to submit the required copies for the other LWIB partners.

The CEO(s) of a unit of general local government designated as a LWIA shall be liable to the Employment Development Department (EDD) for all funds not expended in accordance with WIA, and shall return to EDD all of those funds. If there is more than one unit of general local government in a LWIA, the CEO(s) will be individual(s)

designated under an agreement executed by the CEO of the local units of government. The CEO(s) designated under the agreement shall be liable to EDD for all funds not expended in accordance with the WIA, and shall return to EDD all of those funds.

Incentive award instructions and application package are available on the Internet as a MS Word document. The direct link to this information is provided at the end of this directive as an attachment.

Application Process:

Applications must be sent or delivered to the following address:

California Workforce Investment Board
777 12th Street, Suite 200
Sacramento, CA 95814

- Applications must be received by 5 p.m. Wednesday, September 15, 2004
- The State Board will accept hand-delivered and courier-delivered applications between 8 a.m. and 5 p.m. daily, excluding Saturdays, Sundays and holidays, up to the final date and time.
- Due to the need for original signatures, applications may not be faxed or electronically transmitted.

Request for exceptions to these conditions will not be considered.

Selection Process:

A technical review panel will evaluate each LWIB application using the criteria listed in the instructions and forms supplement. The panel will provide results and recommend qualifying applicants for a RC/LC incentive award to the State Board. Incentive awards may be used for any allowable WIA program or administrative activity.

ACTION:

Bring this directive to the immediate attention of affected staff and LWIB members.

INQUIRIES:

If you have any questions, please contact your [Regional Advisor](#) at (916) 653-6347.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachment is available on the Internet:

[Regional and Local Incentive Award Instructions and Forms Supplement](#) (DOC) (388k)